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**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF OKLAHOMA**

www.okwd.uscourts.gov

Position Title: Pro Se Law Clerk
Vacancy Number: 18-13
Location: Oklahoma City
Close Date: December 17, 2018
Starting Salary Range: JSP 11/01 to JSP 14/10 (\$61,218 to \$134,038*)
* Starting salary commensurate with qualifications and work experience following the Judicial Guide policies.

POSITION OVERVIEW. The U.S. District Court for the Western District of Oklahoma is accepting applications for the position of Pro Se Law Clerk. The Pro Se Law Clerk provides legal advice and assistance to the Court in connection with prisoner petitions and complaints. This position is fully funded through December 2019, and it is anticipated that funding will continue. Funding, however, is contingent upon the Court's case load. The Pro Se Law Clerk is appointed by the Chief Judge of the Court and works primarily with the Magistrate Judges.

REPRESENTATIVE DUTIES. A Pro Se Law Clerk performs duties and responsibilities such as the following:

- Provides information, guidance, and advice to Judges and other personnel working in the pro se area.
- Performs substantive screening after filing of all prisoner and inmate petitions and motions, including state habeas corpus petitions, motions to vacate sentence, and civil rights complaints;
- Drafts appropriate recommendations and orders for the Court's signature;
- Reviews all complaints, petitions, and pleadings that have been filed to determine issues involved and basis for relief;
- Performs research, as required, to assist the Court in preparing opinions;
- Corresponds with other officials, such as U.S. Attorney, as required;
- Evaluates present procedures to determine innovations for increasing the effectiveness in handling complaints, petitions, and pleadings;
- Reviews the docket of pending prisoner and inmate litigation to assure the proper progress of such cases and advises the Court of those cases where action by the Court is appropriate;
- Compiles statistics and prepares periodic reports, as required, that reflect the status and flow of cases;

- Identifies problem areas, makes recommendations, and offers solutions, as required by the Court, Administrative Office, and other officials;
- Keeps abreast of changes in the law to aid the Court in adjusting to new legislation in the pro se area. Provides information, guidance, and advice to Judges and other personnel working in the pro se area.

QUALIFICATIONS STANDARDS. To qualify for the position of Pro Se Law Clerk, an individual must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have demonstrated one of the following accomplishments or proficiencies:

- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree, or proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of one of the above.

This list is not all-inclusive; the determination of an acceptable equivalence rests with the appointing Judge.

LEGAL WORK EXPERIENCE. Legal work experience is progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

The table below shows the number of years of legal work experience required to qualify for appointment as a Pro Se Law Clerk at the applicable JSP grade level. Please note that appointment to JSP-12 or above requires that the candidate be a member of the bar of a state, territory, or federal court of general jurisdiction.

JSP Grade Level	Years of Legal Work Experience	Bar Membership
11	0	No
12	1	Yes
13	2	Yes
14	3	Yes

BENEFITS. Employees of the U.S. District Court are not classified under Civil Service but are entitled to many of the same benefits as other federal government employees including participation in the federal employees' retirement system, thrift savings plan, health, dental, vision and life insurance programs, paid leave, periodic grade and step increases, and paid holidays.

ADDITIONAL INFORMATION. Applicants must be a U.S. citizen or eligible to work in the U.S. All employees are subject to mandatory electronic direct deposit of salary payments. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Interviews by video conference may be accommodated for interviewees upon request. Only qualified applicants will be considered for this position.

Selected candidate will be subject to a one-year probationary period. Employees of the U.S. Courts serve under "excepted appointments" and are considered "at will" employees. Federal civil service classifications or regulations do not apply; however, court employees are entitled to the same benefits as other federal government employees.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application material may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the court may elect to select a candidate from the applicants who responded to the original announcement without re-posting the position.

Applications will be reviewed as received, interviews will be scheduled as soon as possible, and an employment offer will be extended to the most qualified candidate on or after the closing date.

APPLICATION INSTRUCTIONS: To apply, please email a letter of interest, resume, writing sample, and completed application form AO-78 (available at <http://www.okwd.uscourts.gov/human-resources-2/>) to hr@okwd.uscourts.gov. Please include the vacancy number and name of the applicant in the subject line of the email. A writing sample should be no more than 15 pages and can be a legal brief, noteworthy publication or legal research memorandum.

Vacancy No. 18-13
Carmelita Reeder Shinn, Court Clerk
U. S. District Court, Western District of Oklahoma
William J. Holloway, Jr. U.S. Courthouse
200 NW 4th Street, Rm 1210
Oklahoma City, OK 73102

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